



**ACPE**  
**COLLEGE GOAL ALASKA**  
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**CollegeGoalAK.org**



## College Goal Alaska – Tips for the Event Day

### Order of Events

- Be sure to greet Volunteers as they arrive and remind them of their specific duties. A quick Volunteer Orientation, once all volunteers have arrived, is best.
- As attendees arrive, volunteers should have them sign in and direct them to the best location to get their needs addressed. Volunteers should remind individuals signing in about the chance to win the sponsor scholarship if they complete the evaluation after the event.
- If you are having a presentation, start as close to your designated start time as possible, with a kick-off announcement. A sample script is available in the Coordinator's Toolbox. Starting a few minutes late to allow for stragglers is fine.
- As participants leave, volunteers should remind them again about the online evaluation. Use the provided flier as needed.

### Set-up – Signage

- Ensure your weather-proof banner(s) are placed where people can see them. Some coordinators recommend placing it in a visible location a few days earlier to get attention.
- Based on the size of your venue and the location of the room(s) in which the event is held, you may need to print additional signs (with arrows) for the event.
- If you have several options for attendees of the event, consider printing signs for doors or table – “Presentation” – “FAFSA Computer Lab” – “FAFSA Express Station” – “CGA Sign-In” – etc.

### Set-up – Check-In and Out

- Make sure you have a dedicated table in a prominent location, and designated volunteer(s), for check-in. Arrange stacks of event materials to easily hand out to attendees as they arrive.
- If you are providing optional materials at the event, it can be helpful to have a separate table for them as well.
- If you do not have a computer lab as part of your event, set up a station with a laptop (or 2) for attendees to complete the online evaluation and be entered to win the scholarship.





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### **Set-up – Presentation Style Option(s)**

- Determine who will set up tables and chairs. Does your venue provide them or do you need to bring your own? Does your venue set up tables and chairs or do you need volunteers for this?
- Distribute pens, scrap paper, and extra worksheets on the tables.
- Determine who will provide AV equipment. Do a dry-run to test the equipment on location. Check laptops, projectors, screens. Are your cords long enough to reach outlets?

### **Set-up – Computer Lab Option(s)**

- Determine in advance who will let you in to the lab (if it is locked), and make sure you have a cell phone number.
- Test the usernames and passwords provided to log on to the computers and make sure that you can print documents, as well as access FAFSA.ed.gov, using them.
- Distribute CGA Calculators, Pens, scrap paper, and extra worksheets on the tables.
- Set up the computer lab computers to display the FAFSA.ed.gov web site.
- If you have a presentation in the lab, make sure to do a dry-run to test the presentation equipment on location as well.

### **Clean-up**

- Work with your volunteers to return the venue to its original condition after leaving.
- Does your venue require you to empty trash cans as well?
- Check for personal information left behind – partially completed FAFSA on the Web Worksheets should be shredded, not just tossed in the trash.

### **Day-Of Event Emergency Kit**

- Scissors
- Duct Tape & Clear Tape
- Stapler
- Extra Extension Cords
- Scrap Paper
- Extra Markers and Pens
- Sturdy String

